



Regional Academic Affairs

TITLE: Undergraduate Credentialing and Guidelines POLICY NUMBER: S-33

DEPARTMENT: Graduate Medical Education Effective Date: 1/04
Revised: 6/24
Reviewed: 6/24
Date of next Review: 6/26

PURPOSE: The purpose of this policy is to have a uniform credentials verification system and guidelines for medical students/physician assistant students (“students”) requesting placement at any Mercy Health facility. A medical student is defined as a learner enrolled in a medical school accredited by the LCME (Liaison Committee on Medical Education), AOA (American Osteopathic Association), Podiatric medical school accredited by CPME (Council on Podiatric Medical Education). A physician assistant student is enrolled in an accredited school/university.

PROCEDURE:

The Institution in which the undergraduate is requesting the clerkship must approve the clerkship based on educational capacity considerations. After approval, the following must be completed and verified.

1. Verification letter of enrollment in good standing from the medical school.
2. Verification of HIPAA training
3. Goals and Objectives for the clerkship
4. Verification of acceptable Malpractice coverage.
5. Affiliation agreement signed with the medical school in the case of a medical student
6. Verification of system capacity to adequately train the learner
7. Verification of a beginning and end date
8. Signed confidentiality agreement (Patient and IS)
9. Proper picture ID obtained.

STUDENT GUIDELINES

- 1.) Patients should be informed of the identity and training status of individuals involved in their care and all health care professionals share the responsibility for properly identifying themselves. When medical students are involved in the care of patients, health care professionals should relate the benefits of medical student participation to patients and should ensure that they are willing to permit such participation. Generally, Resident, Fellow, or attending physicians are best suited to fulfill this responsibility.
- 2.) In instances where the patient will be temporarily incapacitated (e.g., anesthetized) and where student involvement is anticipated, involvement should be discussed before the procedure is undertaken whenever possible. Similarly, in instances where a patient may not have the capacity to make decisions, student involvement should be discussed with the surrogate decision-maker involved in the care of the patient whenever possible.

- 3.) A student must conduct their training under direct supervision of a Resident, Fellow, or attending physician at all times. Students will not be allowed to conduct any procedures at any Mercy healthcare facility without the physical presence of an attending or a resident/fellow deemed competent to conduct such a procedure independently.
- 4.) Students should be able to interview, evaluate and examine patients with the following provisos:
 - a. The students are properly identified as learners.
 - b. Interview, evaluation and examination is under the direction and supervision of a Resident, Fellow, or attending physician who is physically present in the hospital.
 - c. Examination of the breast, genitals, pelvis and rectum is only done under the direct supervision of a Resident, Fellow, or attending physician who is physically present in the room (at the bedside) where the exam is being performed.
 - d. The student is required to contact the attending or supervising resident/fellow upon arrival each day.
- 5.) Students will be allowed to make progress notes in the physician's progress section of the medical record, as long as they:
 - a. Use the SOAP format or other appropriate format.
 - b. The record is clearly demarcated as being a student note.
Example: Student, Med Student. A numeral may be included behind student to indicate the educational year. Example: Medical Student-3 or Med Student-4.
 - c. The record is reviewed, evaluated and amended if applicable and signed by a Resident, Fellow, or attending physician.
 - d. Students **will not** be permitted to **dictate**
 - e. Students will adhere to all hospital medical record policies and procedures.
- 6.) Students will be allowed to draft orders for physician signature only in the direct presence of the Resident, Fellow, or attending physician. Students **will not** sign or co-sign the orders – only the Resident, Fellow, or attending physician shall sign the order.
- 7.) Students should **never** represent themselves as a Resident, Fellow, or attending physician.
- 8.) Students working as part of a team may accompany the team in emergency situations and strictly observe unless otherwise directed and supervised by a Resident, Fellow, or attending physician.
- 9.) Students will be required to wear proper identification, identifying them as Students
- 10.) Students will be provided with a list of guidelines and suggested readings pertinent to each clerkship.
- 11.) Students must abide by all hospital standards in place for employees and volunteers for HIPAA compliance, confidentiality and all other codes of conduct. Students' role in the hospital is governed by the terms of the affiliation agreement between their school and the hospital. Students do not have access to the employee grievance procedure or any due process rights under the Medical Staff By-Laws.

- 12) All ER, OB, Surgery or Subspecialty medical students will complete the hospital scrub class prior to the start of his/her clerkship.
- 13) Policies, procedures and expectations for each of the specialty clerkships may be more restrictive than discussed above.

Approved by:



Randall Schlievert, MD
VP, Academic Affairs and Research, Mercy Health - Toledo
DIO, Mercy Health - St. Vincent Medical Center
Chief Academic Officer, Mercy Health - Toledo



Undergraduate Credentialing Checklist

Mercy Health - St. Vincent Medical Center

Regional Academic Affairs

Student Name _____

Clerkship _____

Dates of Attendance _____

As a condition precedent to appointment, the Student must provide appropriate credentialing documentation to the Hospital prior to the commencement date.

No.	Document Description	N/A	Date Received	Initials
1	Verification letter of enrollment in good standing from the medical school.			
3	Verification of HIPAA training.			
4	Goals and objectives for the clerkship.			
5	Verification of acceptable malpractice coverage.			
6	Affiliation agreement signed with the medical school in the case of a medical student.			
7	Verification of system capacity to adequately train the learner.			
8	Verification of a beginning and end date.			
9	Signed confidentiality agreement			
10	Copy of photo identification.			

Checklist Completion Date _____

Coordinator Signature _____

Resident File copy _____

Academic Affairs copy _____